

OFFICIAL MAIL MANAGER'S INSPECTION CHECKLIST <i>For use of this form, see DoDI 4525.8. The proponent agency is Military Postal Service Agency.</i>					A. DATE (YYYYMMDD)	
B. TO <i>(Inspected Activity)</i>				C. FROM <i>(Inspecting Activity)</i>		
INSTRUCTIONS Mark an "X" in "YES" or "NO" column for each item. If item is not applicable, mark "NA" in "YES" column. References apply to DoDI 4525.8 and DoD 4525.8-M.						
ITEM	YES	NO	ITEM	YES	NO	
1. Is current copy of DoD 4525.8-M available?			17. Do permit imprint formats and contents comply with DoD 4525.8-M, C1.16.1.1.?			
2. Does installation or equivalent activity OMM have current copy of all publications required by E2.?			18. Have logos or slogans in use been approved per DoD 4525.8-M, C1.2.2.?			
3. Does each meter location have a current copy of all publications required by E2.?			19. Are all CAPS accounts and other TAs reconciled monthly? (DoD 4525.8-M, C2.7.5.)			
4. Are all OMMs required by E4.3.1.1. appointed in writing?			20. Is maximum use being made of consolidated mailings? (DoD 4525.8-M, C2.10.)			
5. Are OMM appointments filed as required by E4.3.1.1.?			21. Are consolidated mailings prepared per DoD 4525.8-M, C2.10.3.?			
6. Does the OMM's OMP training program meet the requirements of E4.3.2.?			22. Are valid USPS postage meter licenses on hand per DoD 4525.8-M, C2.11.2.?			
7. Are the OMMs carrying out the OMP supervisory requirements of E4.3.3.?			23. Have unneeded USPS postage meter licenses been canceled per DoD 4525.8-M, C2.11.2.2.?			
8. Is unauthorized use of official mail reported per E4.3.3.1.3.?			24. Are refunds for spoiled postage submitted per DoD 4525.8-M, C2.11.5.?			
9. Is official mail monitored in compliance with E4.3.3.2.4. and E4.3.3.2.5.?			25. Are procedures established for safeguarding spoiled postage per DoD 4525.8-M, C2.11.5.3.?			
10. Are OMP inspections conducted as required by E4.3.4.?			26. Is fluorescent postage meter ink being used? (DoD 4525.8-M, C2.11.6.1.)			
11. Is official matter being transported at lowest cost to the Department of Defense (DoD 4525.8-M, C1.6.)?			27. Is the record of postage used being analyzed per DoD 4525.8-M, C2.11.7.2.?			
12. Is selection of special mail services per DoD 4525.8-M, C1.8.?			28. Are postage meters secured per DoD 4525.8-M, C2.11.8.1.1.?			
13. Is mail being marked with correct class of mail per DoD 4525.8-M, C1.9.?			29. Are postage meter keys/combinations secured per DoD 4525.8-M, C2.11.9.2.?			
14. Are the provisions of DoD 4525.8-M, C1.10. being followed for Express Mail?			30. Are postage stamp inventories limited to amounts authorized by DoD 4525.8-M, C2.12.?			
15. Are all business reply items prepared per DoD 4525.8-M, C1.11.3.?			31. Are postage stamps secured per DoD 4525.8-M, C2.12.3.?			
16. Are all merchandise return service items prepared per DoD 4525.8-M, C1.11.3.?			32. Is OMC equipment accounted for per DoD 4525.8-M, C2.18.1.?			
33. RATING <i>(X one)</i>		SATISFACTORY		UNSATISFACTORY		
NOTE: An unsatisfactory rating is mandatory if any one of items 1, 19, 25, 28, 29 or 31 is marked "NO," or if more than 10 percent of the remaining items are marked "NO."						
34. COMMENTS						
35. INSPECTOR						
a. NAME <i>(Last, First, Middle Initial)</i>			b. GRADE OR TITLE		c. TELEPHONE <i>(Include Area Code)</i>	
d. ORGANIZATION			e. SIGNATURE			